

CITY OF GREENBELT
CONTRIBUTION GROUP APPLICATION
Fiscal Year 2009

Period of Support: July 1, 2008 – June 30, 2009 (Greenbelt's Fiscal Year 2009)

FOR USE BY GROUPS SEEKING NEW OR RENEWED CONTRIBUTION GROUP STATUS
Download this application at: www.greenbeltmd.gov

**Please complete and return
with all required attachments by March 5, 2008
to the City Manager at**

25 Crescent Road, Greenbelt, MD, 20770; or
abelton@greenbeltmd.gov

For assistance with this application:

Arts organizations

contact Greenbelt's Arts Supervisor at 301.397.2208 or ndewald@greenbeltmd.gov

Sports, recreation and service groups:

contact the Recreation Director at 301.397.2200 or hirving@greenbeltmd.gov

Instructions

1. **Review the Policy and Information Guide for Recognition and Contribution Groups.** This guide contains important information about Contribution Group privileges, restrictions, eligibility, and application procedures. **All Contribution Groups must comply with the terms of this publication.**
2. This application must be completed in its entirety. You may enter "NA" for any individual line items which are not applicable to your organization. It is recommended that applicant organizations keep on file their notes detailing how all audience and budget figures have been derived.
3. All information must be typed or recreated on a computer following this format exactly.
4. When submitting your completed application, please also **enclose the following**:
 - ⌘ **List of Officers and Board members.** Indicate Greenbelt residency as applicable;
 - ⌘ **Organization's by-laws** (required only once, unless by-laws are amended); and
 - ⌘ If applicable, an itemized list of all proposed equipment **purchases valued at \$250 or more** for which City funding is requested. All such purchases will require the permission of the Director of Recreation. In some instances, purchases can be made directly by the City and charged against the group's funding allocation.

Arts Organizations -- also include:

- ⌘ **Program calendars** from the past and current fiscal years, including upcoming events; and
- ⌘ **Artistic work sample** (examples: video or sound recording; slides or photographs; publications); AV materials should not exceed 5 minutes running time. Materials will be returned.

A. General Information

1. Name of organization:

2. Description of group's activities:

3. Contact person: Name _____ Position _____

Telephone _____ E-mail _____

4. Organization's mailing address (not a City of Greenbelt facility):

5. Dates of the organization's fiscal year: _____

6. Please check one. Currently, the applicant organization:

a. ☐ Is a Greenbelt Recognition Group

b. ☐ Is a Greenbelt Contribution Group

7. Membership. Include projections and estimates as needed.

Number of members:

July 2006-June 2007 _____ July 2007-June 2008 _____ July 2008-June 2009 _____

% Greenbelt Residents: _____* % Non-Residents: _____

% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

*** If less than 2/3, please explain the organization's benefit to Greenbelt residents:**

8. Non-member participation. Total number of *additional* persons benefiting from the organization's programs as participants and spectators:

Number of persons:

July 2006-June 2007 _____ July 2007-June 2008 _____ July 2008-June 2009 _____

% Greenbelt Residents: _____ % Non-Residents: _____

% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

B. Narrative. Please address the following points in a typed response of four pages or less.

Mission. Provide a brief statement of your organization's mission.

1. **Organizational History and Activities.** Provide a brief historical overview of your organization, including date of founding and a general description of the organization's sponsored activities. Please highlight your organization's greatest achievements during the current year.
2. **Audience.** Whom does your organization serve? Please comment on any increases or decreases in your audience over the specified three-year span.
3. **Membership.** Please specify restrictions, if any exist, for membership or participation in your organization's activities. The City of Greenbelt's guidelines for Contribution Groups specify that at least 2/3 of the organization's membership should be Greenbelt residents, although special exceptions may be granted. Will your organization meet this criterion during fiscal year 2009? If not, please explain the grounds on which an exception is requested. Please comment on any increases or decreases in your membership over the specified three-year span.
4. **Personnel.** Please describe your organization's staff and governance structures. Briefly summarize the roles played by officers, board members, employees, consultants, contractors, and/ or other personnel. Specify the number of individuals serving the organization in each capacity and whether they are paid for their service.
5. **Volunteers.** How many volunteers are involved with your organization? How many hours of service do they provide annually? Briefly describe the nature of their contributions.
6. **Finances and Fundraising.** Indicate whether your organization is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization.

Contribution Groups are required to develop and implement a fundraising plan with a goal of raising at least \$1.00 in total organization income (excluding City of Greenbelt contributions) for each dollar that the group is requesting from the City of Greenbelt. Comment on the nature and success of your fundraising efforts during the current and prior fiscal year. Describe your organization's fundraising plan for fiscal year 2009.

7. **Challenges.** What are the most significant challenges which your organization has faced during the current year? How has your organization responded to these challenges?
8. **Goals.** What does your organization hope to achieve during fiscal year 2009? What does your organization hope to achieve within the next five years?
9. **City Support.** Please indicate what financial and in-kind support has been provided to your organization by the City during the current year. How much funding is your organization requesting of the City for fiscal year 2009? How would these funds be used? What in-kind support, if any, does your organization anticipate requesting from the City during the coming year?

C. Budget Worksheet Please fill in the dates of your organization's last, current and next fiscal year. These dates may vary from those of the City's fiscal year.

	Actual Totals, Last Fiscal Year Dates:	Current Fiscal Year to Date Dates:	Full, Projected Year-End Totals, Current Fiscal Year Dates:	Proposed Budget, Next Fiscal Year Dates:
EXPENSES				
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental				
e. Dues and memberships				
f. Utilities				
g. Insurance				
h. Supplies and materials				
i. Equipment purchases				
j. Equipment rental				
k. Marketing				
l. Publications				
m. Postage				
n. Awards				
o. Payment of debt				
p. Other (specify)				
Total Expenses				

INCOME				
a. Sales				
b. Admissions				
c. Tuition				
d. Contracted services				
e. Membership dues				
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. Loans				
j. City support				
k. Grants (specify)				
l. Other (specify)				
Total Income				
Income over expenses OR				
Expenses over income				

D. In-Kind Contributions Please estimate dollar values.

	Actual Totals, Last Fiscal Year Dates:	Current Fiscal Year to Date Dates:	Full, Projected Year-End Totals, Current Fiscal Year Dates:	Proposed Budget, Next Fiscal Year Dates:
IN-KIND CONTRIBUTIONS				
a. Salaries (value of volunteer hours)				
b. Donated Equipment				
c. Waived Fees or Fee Reductions				
d. Donated Supplies and Materials				
e. Donated Travel Costs				
f. Value of Donated Space Rental				
g. Other				
Total In-Kind				

E. Cash Balance

	Actual as of June 30, 2007	Actual as of January 1, 2008	Estimated as of June 30, 2008
CASH BALANCE			
a. Checking			
b. Savings			
c. Other (specify)			
d. Intended use of cash balance			

F. Debt Profile

	Monies owed as of June 30, 2007	Monies owed as of June 30, 2008	Anticipated date for retirement of this debt
DEBT (please specify creditor and loan purpose)			
a.			
b.			
c.			

G. Attachments. Please refer to instruction number 4 on page 1.

H. Reimbursements. During the period of support, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought. The organization has authorized the following officer or officers (limit: two) to present receipts for reimbursement:

Name: _____ Title: _____

Name: _____ Title: _____

If applicable, please specify the organization's federal tax ID#: _____

I. Signature

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the governing body of the applicant organization. **By signing this application, I certify that the organization's leaders have read the Policy and Information Guide for Recognition and Contribution Groups and have agreed to abide by the requirements stated therein.**

Signature _____ Date _____

Printed Name _____ Position _____